

State of Vermont Agency of Human Services Department of Corrections	Title: Victim Notification - Automated (VANS) and Non-automated		Page 1 of 23
Chapter Programs – Restorative Justice	#502.01	Supersedes: Interim Procedure Victim Notification – Vermont Automated Notification Service, 3/27/2009 and #502.01, <i>Victims Rights to Release Notification</i> , 11/01/1997; #502.02, <i>Ongoing Victim Information System</i> , 10/20/2007.	
Attachments, Forms & Companion Documents: 1. Notification at a Glance 2. VINELink® Quick Reference Guide 3. VINEWatch® Quick Reference Guide 4. Request for Notification Form 5. Victim Notification Codes 6. VANS PMD Codes 7. a. Automated Bail Receipt b. Hard Copy Bail Receipt 8. Guidelines for Media Contact & Victim Notification			
Local Procedure(s) Required: No Applicability: All staff (including contractors and volunteers) Security Level: “B” – Anyone may have access to this document.			
Approved: <div style="display: flex; justify-content: space-between; align-items: flex-end;"> <div data-bbox="147 1129 625 1201" style="width: 33%;"> <hr style="border: 0; border-top: 1px solid black; margin-bottom: 5px;"/> Andrew A. Pallito, Commissioner </div> <div data-bbox="625 1129 1044 1201" style="width: 33%; text-align: center;"> <u>September 16, 2009</u> Date Signed </div> <div data-bbox="1044 1129 1463 1201" style="width: 33%; text-align: center;"> <u>November 16, 2009</u> Date Effective </div> </div>			

PURPOSE

The purpose of this Vermont Department of Corrections Administrative Directive is to establish a process by which victims of crime, affected persons, and other members of the community have access to information about the status of offenders (those incarcerated and those under community supervision) and receive notification both through the Vermont Automated Notification (VAN) Service and non-automated means about the change in an offender’s custody or supervision status.

POLICY

The Vermont Department of Corrections recognizes that victims of crime are entitled to a set of rights including notification, the right to participate in the correctional services system, and the right to have access to a continuum of victim-centered services. It is the responsibility of all Department staff that have contact with victims to ensure that those victims/affected persons who choose to are afforded the opportunity to participate in these services in a meaningful and safe manner and to the extent to which they wish to participate. Victim services will be provided in the context of an ongoing relationship between correctional staff and the victim, beginning with the offender’s intake and continuing throughout the inmate’s custody and supervision.

The Department of Corrections will provide information and notification services to the citizens of Vermont through a series of best practice methods that utilize a combination of the most current

automated notification technologies and non-automated notifications which utilize victim/affected persons contact.

AUTHORITY

28 V.S.A. § 104(a) 507; 13 V.S.A. §§ 5301, 5303, 5305. Peck v. Counseling Service of Addison County, Inc.

REFERENCE

Vermont Department of Corrections Policies/Administrative Directives #254.04 Case Note Documentation, #353 Terminal Illness & Inmate Death, #371.05 Offender Responsibility Plan, #371.14 Residence Approval, #371.15, Conditional Re-entry, #371.26, Reintegration Furlough, #372.03 Compassionate Leave Furlough, #406.01 Transportation ("A" security level), #418.01 Out of State Movement & ICAOS, #501.01 Restorative Justice Programs, #502 Victim Services, #502.02 Victim Contact Standards. Department of Corrections Work Rules (4.07.97).

DEFINITIONS

Affected Person: Any of the following persons who have been affected by the crime -

- a) Jurors
- b) Witnesses
- c) Family members who are not covered by "victim" in this document
- d) Any other persons who demonstrate to the court (or DOC) that the release or escape of a defendant will constitute a threat of physical, emotional or financial injury or death.

Automated Bail Receipt Form: A bail receipt that will automatically trigger a notification through VANS that the offender is about to make bail. The Automated Bail Receipt can be accessed through the DOC database.

Conditional Re-entry: A furlough by which a sentenced offender is released to the community under supervision at or beyond their minimum release date.

Corrections Services Specialist (CSS): A staff role both in facilities and field offices, also referred to as Caseworker (facility) or Probation/Parole Officer (PO in the field). Field and facility Correctional Services Specialists share responsibility for case co-management for offenders assigned to their caseload.

Detentioner: A person committed to the Commissioner of Corrections by the court or other authorized person or entity, who is confined in a correctional facility until he/she is sentenced or released.

Escape: An unauthorized departure from a correctional facility or supervision by an offender who is committed to the custody and/or supervision of the Commissioner of Corrections.

Family Member: A spouse, child, sibling, parent, next of kin, domestic partner, or legal guardian of a victim.

Hard Copy Bail Receipt: The four (4) part paper bail receipt that staff should use in place of the Automated Bail Receipt when the DOC offender database is off line.

"Max-out": When an inmate completes their maximum sentence while incarcerated and is released without any Department supervision.

Non-Automated Direct Notifications: Notifications made personally by a Department of Corrections staff member and not through the automated VAN Service. These contacts must be made by a DOC staff member by phone, email, letter, or in person.

Offender Responsibility Plan (ORP): The Department document that covers offender case planning, case management, and offender reparative responsibilities. Also, Offender Responsibility Planning, the Department's strength-based restorative approach to case planning (#371.05).

Parole Event: Any activity involving offender parole, including upcoming hearings, hearing results, and violations.

Projected Movement Date (PMD) Codes: Codes used in the Department database to indicate when an offender may be released from incarceration and on what status. (See *Attachment 6*.)

Registered Notification Method: The method (phone and/or email, or letter only) by which the registrant has indicated on VINEWatch® they want to be notified.

Registrant: Any victim, family member, affected person, staff person, or member of the community who wishes to be notified and registers to receive notification through the VAN Service.

Reintegration Furlough: A furlough prior to an offender's minimum sentence to prepare an incarcerated inmate for re-entry into the community.

Release: Offender release from a correctional facility on bail, to court, to furlough, to probation, Supervised Community Sentence, or parole supervision, or release from a correctional facility upon expiration of a sentence.

Split Sentence: A sentence imposed by the court that requires the offender to spend an initial period of time in an incarcerated setting followed by release to probation.

Statutorily Required Notification Events: The list of notification events the Department of Corrections is required by statute to provide. These events include:

- a) Escape from custody (facility or furlough);
- b) Recapture of an escaped offender;
- c) Any change in an offender's custody status, including:
 - Release on bail directly from a correctional facility either by the posting of bail at the correctional facility or the presentation to the correctional facility of a court order for release;
 - Release upon completion of a maximum sentence term or if the sentence is commuted;
 - Release upon completion of a split sentence prior to placement on probation;
 - Release from a facility to community supervision such as Reintegration Furlough (RF) or Conditional Re-entry (CR);
- d) Transfer to a federal court jurisdiction or jurisdiction in another state or federal court, pursuant to a detainer;
- e) Death of an offender;
- f) Pardon of an offender by the Governor;
- g) Notice of a pending parole hearing or review and the outcome of that hearing/review.

Non-Statutorily Required Notification Events: An expanded list of notification events that are not required by law, for which a registrant will receive notification through the VAN Service. These events include:

- Movement from one in-state correctional facility to another after the fact;

- Movement from an in-state to out-of-state correctional facility after the fact;
- Notice when an offender is re-incarcerated/and or released after a violation of probation, parole, or furlough;
- Release to court, or to medical furlough.

The Vermont Automated Notification Service (VANS): An open automated victim information and notification service that provides registered victims, family members, affected persons, other community members, and Department staff with timely and accurate information concerning an offender's status, location, movement, and upcoming releases through an automated phone call, email, and/or a letter when applicable.

Victim: A person who sustains physical, emotional, or financial injury or death as a direct result of the commission or attempted commission of a crime or act of delinquency. This also includes the family members of a minor, an incompetent adult, and homicide victims.

Victim Confidentiality: Maintaining any information pertaining to the victim, including, but not limited to, victim contact information or case notes involving victim contact, in a secure location where no one other than the Victim Services Program staff or other authorized Department staff involved with the specific offender have access. Maintaining victim confidentiality also requires that no information about the victim be shared with the offender without the victim's permission, unless a there is a court order requiring disclosure.

Victim Services Program (Office, Staff): The Department Program that oversees all services to victims of offenders under the custody or supervision of DOC, as well as staff training re: victims. The Program includes a central office Director, who also supervises field staff victim services specialists. The Program interacts closely with other victim organizations in the State. (See Victim Programs & Services directive.)

Victim Services Specialist (VSS): Department of Corrections staff whose role is to provide victim services, train and consult with other Department staff, serve on case co-management teams when victim issues require it, and support and maintain the Victim Services Program of the Vermont Department of Corrections.

Vinelink®: (www.vinelink.com) VANS' Web-based information and notification tool that allows crime victims, affected persons, and members of the community to learn the custody status of an offender/s, 24 hours a day, 7 days a week, and to register to be notified automatically when there is a change in that status.

VINEWatch®: VANS' Web-based management tool that gives Victim Services and other DOC staff the ability to generate reports, track usage, register victims, and have access to victim contact information. This is a secure site and can only be accessed through assigned user IDs and passwords. It is not available to the general public.

Work Camp Earned Reduction in Term: A reduction in an offender's sentence earned through participation at a Work Camp.

PROCEDURAL GUIDELINES

The Department of Corrections will provide confidential, timely and accurate information and notification to victims of crime, their family members, affected persons, and other members of the community about the status of an offender. This is done through the Vermont Automated Notification (VAN) Service, a

free and confidential service that provides access to information about an offender's custody status and the opportunity to register to be notified when there is a change in that status, as well as through non-automated direct contact in certain circumstances.

All custody status information and notifications through VANS are dependent on data entered into the Department "PAS" (Population Accounting System) through booking slips, Projected Movement Date (PMD) codes, and parole hearing and outcome data entered by Parole Board staff. All DOC staff and Parole Board members must perform their data entry duties in a professional and consistent manner and use the Department of Corrections approved codes, booking slip process, and reports to ensure that an offender's custody status is accurate, and correct notifications are made to VANS registrants in a timely manner.

1. Automated Notifications to Victims/Affected Persons

a. Bail: Automated notifications will be made within fifteen (15) minutes of an *Automated Bail Receipt form (Attachment 7a)* being printed. Any DOC staff member who receives bail from a member of the public will:

- Complete the *Automated Bail Receipt* on the offender database;
- Print it;
- Make three (3) copies for the appropriate files;
- Have each copy signed; and
- Initiate the release process.

In the event that bail is posted at court, no notification will be made by VANS. If bail is posted at the correctional facility and the database is off line, the individual receiving the bail will use the hard copy *Bail Receipt* form instead (*Attachment 7b*) They will then check VINEWatch® to see if there is a registrant; if so, they will contact the registrant by phone or email.

b. Booking Slip: Automated notifications will be made within thirty (30) minutes of a booking slip being entered into the database in the event of an offender's:

- Release from custody (bail, court, compassionate furlough, medical furlough, Conditional Re-entry/Reintegration Furlough, max-out sentence, max-out to probation);
- Escape from custody;
- Return to custody (from escape, return on a violation, new charge, return from court);
- Transfer (from one instate facility to another, instate to an out-of-state facility, to U.S. Marshal Service or Immigration & Naturalization Service, to the State hospital, to probation or parole, max to probation);
- Termination from probation or parole.

c. Pre-release notifications and parole outcome notifications will be triggered by parole data, Projected Movement Dates, and Codes (PMD) thirty (30) days in advance of an offender being eligible for the following events:

- Parole hearing and outcomes;
- Conditional Reentry or Reintegration Furlough;
- Maxing out a sentence.

NOTE: *Parole Board Hearing/Review and Outcome Data.* Parole Board staff are responsible for entering the "last seen dates" and parole hearing/review outcomes for every offender who is seen by the Parole Board, within 48 hours of a Parole Board hearing or review. If an offender waives their right to a hearing in advance of a parole hearing or on the day of the hearing, "waived" must be entered into the database so that an accurate notification can be made.

d. Inmate Status Override Procedure for Release or Transfer: The Shift Supervisor or Booking Officer will initiate an override of the VAN Service to “manually” change an offender’s custody status and initiate a notification call/email in the event the Department’s database is not responding and it becomes necessary to use a paper booking slip to:

- Book an offender into the facility;
- Release an offender from the facility for any reason or an escape;
- Transfer an offender to another facility or to supervision in the community.

If the facility has access to the offender database, the Shift Supervisor will initiate an override directly through VINEWatch®; see *Attachment 3* for instructions. If there is no access to the offender database in the facility because it is temporarily ‘down’, the Shift Supervisor or Booking Officer will call the toll-free 24-hour VANS number (1-866-976-8267) and initiate an override of the offender’s status through the operator.

e. **Voided Booking Slips**

- i. Most of the time voiding and re-writing a booking slip will not actually change an offender’s custody status and will therefore not trigger a new notification call/email (e.g., when a voided slip changes an offender’s status from a D to an S or corrects an incorrect facility code). If the voided and re-written booking slip does not change the offender’s physical custody, then no override or call cancellation is necessary.
- ii. If, however, a voided and re-written booking slip is necessary to correct an inaccurate change in custody status that may have triggered a notification, (i.e., a slip was written for a release, transfer, or incarceration when these didn’t occur), staff must contact Victim Services during regular business hours to initiate a call cancellation process, or contact the toll-free 24-hour VANS line operator after hours and on weekends. (See above.)
- iii. If there are questions about whether a voided slip has initiated an inaccurate notification call/email, the DOC staff member entering the voided booking slip should consult either Victim Services or check the status of the notification through VINEWatch® (*Attachment 3*.)
- iv. If a member of the administrative staff has any questions about how voiding an incorrect booking slip will impact the VAN Service, they should call the Victim Services Program.

2. **Non-automated Notifications to Victims/Affected Persons**

a. There are notification events, some of which are required by statute, where it is not appropriate, possible, or best practice to make an automated notification to a victim/affected person. In these situations, DOC staff members are required to make a non-automated notification according to the method the victim/affected person requested when registering (phone, email, or letter.)

b. Caseworkers/Probation Officers can access victim contact information through VINEWatch®. (See Section 4.)

c. The following chart summarizes required non-automated events and which staff are responsible.

Non-Automated Personal Notification Event	Staff Responsibility
<ul style="list-style-type: none"> ▪ Death of an inmate 	Facility Caseworker or PO will coordinate notifying the victim through Victim Services. The Superintendent will notify the offender’s family.
<ul style="list-style-type: none"> ▪ The granting of compassionate leave in the event an inmate is approved to attend a family member’s funeral or visit a sick relative in the hospital, whether accompanied by a DOC staff 	Facility Caseworker will call the victim in advance to discuss their concerns regarding granting of compassionate

member or not	leave.
<ul style="list-style-type: none"> If an offender receives a pardon or commutation of their sentence, or their sentence has been changed by a post conviction relief order or appeal 	Whichever staff did the pardon paperwork or the current supervising PO or Caseworker
<ul style="list-style-type: none"> When a staff member makes a positive recommendation and request for a parole hearing outside of the regular parole hearing cycle 	Facility Caseworker or PO, depending upon custody of the offender, must contact the victim 30 days in advance of the hearing and must document this contact was completed under victim service/contacts in electronic case notes.
<ul style="list-style-type: none"> When an offender has been interviewed and may appear in the media. See <i>Guidelines for Media Contact and Victim Notification (Attachment 8.)</i> 	Facility Caseworker or PO, depending on the supervision status and location of the offender, must contact the victim if they are aware that the offender may appear in the media.
<ul style="list-style-type: none"> If a victim/affected person works in a medical facility and makes a specific request for notification in the event that an incarcerated offender is seeking or will receive treatment in the same facility, the Caseworker will refer the victim to Victim Services. 	Facility Caseworker - Victim Services will assess the request, discuss safety issues and concerns with the victim, and develop a release notification plan with input from the Caseworker and/or security staff. It will be noted in electronic case notes that there is a specific plan, and the plan will be filed in Section 1 of the offender's file. If the agreed-upon notification plan involves a pre-transport notification to the victim, the Caseworker will contact the victim/affected person.
<ul style="list-style-type: none"> If an offender requests permission to travel out of state and if the victim(s) in the offender's case lives in the receiving state 	PO must contact the known victim(s) to assess any safety issues for them before approving travel for the offender. If the PO approves travel, they must notify by telephone or email the known victim(s) in the receiving state who request notification, prior to allowing the offender to travel.
<ul style="list-style-type: none"> In the event a parole revocation hearing has been scheduled and the victim has not been involved in the revocation and does not know about the hearing 	PO
<ul style="list-style-type: none"> When a sentenced offender is transferred to a work camp 	Work Camp Caseworker will contact a registered individual within one (1) week of intake to explain the work camp sentence and the "earned time" reduction.
<ul style="list-style-type: none"> When a positive recommendation is made to terminate probation 	PO
<ul style="list-style-type: none"> When an offender convicted of a domestic violence crime cannot be located, but before they are put on escape status 	PO
<ul style="list-style-type: none"> When there is a change of status of any sentenced offender residing out of state under the Interstate Compact for Adult Offender Supervision (ICAOS): Examples - New charges, travel, offender absconds. 	PO

3. VANS Registration Procedure

- a. Any Department of Corrections staff who come in contact with victims, affected persons, or any member of the community who is calling for information about an offender will inform them about their right to notification through the Vermont Automated Notification Service. They will supply them with notification registration materials and information (information card/brochure, toll-free telephone number, or Web site) which will guide them through the VAN Service registration process. Brochures and tear-off cards are available to casework, security, booking, and administrative staff in every facility and field office. Additional materials may be obtained from the Victim Services Program office.
- b. DOC staff may register themselves onto the VAN Service to receive updated status information about offenders on their caseload. (See Section 4.)
- c. If the “old” paper *Request for Notification Form (Attachment 4)* is received in any correctional facility or Probation and Parole office, the administrative staff member must send the form directly to the Victim Services Program office. The form should **not** be filed in the offender’s case file. Victim Services Staff will be responsible for contacting the individual requesting notification to get them registered onto VANS.

4. Access to Registrant Contact Information and Confidentiality

- a. All registrant contact information is maintained confidentially on the VAN Service and can be accessed through VINEWatch®, a Web-based service. Passwords will be assigned by Victim Services staff to facility casework staff, field staff, and supervisors both in correctional facilities and field offices. Victim and affected persons contact information will be accessed only 1) for the purposes of completing non-automated notifications and 2) to include victims/affected persons in the ORP and release planning process.

Note: *DOC Staff will be issued a password to access victim contact information only **after** they have completed VAN Service training provided by the Victim Services Program.*

- b. At no time will staff use identifying victim/affected person information in case notes. (See #254.04.)
- c. At no time should any registrant information be shared with the offender. Any unauthorized access to victim information or sharing of that information is considered a direct violation of victim confidentiality and applicable Department work rules*; (see below.) Violations of these work rules will be referred to the supervisor to be dealt with through the supervisory process.

**Work Rule #3. No employee shall, while on duty or engaged in activity associated with the Department of Corrections, endanger the safety of any member of the public. Employees shall be responsible to promptly report, to their immediate supervisor, any such conduct by another employee, volunteer or offender which endangers the safety of others.*

5. VANS Management

The Victim Services Program has responsibility for the management of the VAN Service including:

- a. Maintaining victim notification request files;
- b. Contacting individuals who submit written *Victim Notification Request Forms* to register them directly onto the VAN Service;
- c. Responding to registrants’ questions;
- d. Sending letters to registrants at least
 - ✓ 30 days in advance of parole hearings,
 - ✓ after the parole hearing with the outcome results,
 - ✓ and if a call to a registrant is not confirmed;

- e. Launching public awareness campaigns and making information about the VAN Service available to the public;
- f. Serving as the Department's liaison with the automated Service's vendor and keeping current with updated technology options and design changes;
- g. Serving as the liaison between the vendor and the Agency of Human Services Information Technology department when there are technical problems;
- h. Disseminating brochures and other materials to law enforcement, the State's Attorneys' offices, and the courts;
- i. Providing training on the VAN Service to all DOC staff as well as other appropriate individuals, including how to use the Service, as well as training on this directive;
- j. Assigning passwords to relevant staff so that victim information can be accessed;
- k. Updating training and public awareness materials and all Department policies/directives and policy manuals pertaining to the automated Victim Notification Service;
- l. Making decisions when to override notifications and cancel notification registrations.

TRAINING

As of the effective date of this administrative directive, victim contact information will no longer be available to staff through the Tiny Term database, but only through VINEWatch®. Therefore, it is critical that training results in relevant staff's ability to use this new automated service.

- a. Victim Services staff will be responsible for providing the initial training to all appropriate Department staff and any additional in-service training whenever there are updates to the Service. The Victim Services Program will use its regular newsletter as a mechanism to keep staff informed about the VAN Service.
- b. Each Site Manager is responsible for ensuring that staff under their supervision understand any staff duties related to this administrative directive.
- c. Each Site Manager is responsible for ensuring that staff under their supervision who have duties related to the VAN Service know how to access victim contact information through VINEWatch®.
- d. Within 60 days of beginning employment, new staff will be required to participate in a training module about the VAN Service as part of their orientation. This training will be provided by the Victim Services staff directly or can be arranged to be done online. It is the staff member's responsibility to make arrangements for completing this training, and their supervisor's responsibility to document that the training has been completed. Access to victim contact information will not be available until the training has been completed.
- e. Victim Services staff will hold regular iLink trainings for Department staff throughout the year.

QUALITY ASSURANCE

- a. Facility Superintendents and District Managers will ensure that data is entered accurately so that registrants get needed information in a timely manner.
- b. The Victim Services Program will be responsible for collecting data from the VAN Service and will track the following:
 - i. Service Usage, including:
 - The number of individuals registered on the VAN Service
 - The number of calls into the system by registrants looking for information about an offender

- The number of notification calls made to registrants
- The number of calls made to registrants that were not delivered successfully
- ii. Data Accuracy
 - The number of inaccurate calls made to registrants as a result of Service design issues
 - The number of inaccurate calls made to registrants as a result of data entry errors
- c. A report will be disseminated regularly to the Director of Security, Operations, & Audits, Superintendents, and District Managers.
- d. The Victim Services Program will use the tracking system to identify and recognize sites which successfully implement VANS data entry. Victim Services will also identify data entry issues and give feedback to staff and supervisors when a pattern of inaccurate data entries exists.
- e. Victim Services will administer a customer satisfaction survey on an annual basis to determine the satisfaction rates of VAN Service users.

ATTACHMENT 1 - SAMPLE**NOTIFICATION AT A GLANCE**

1. Any community member, including Department of Corrections' staff, may register to receive notification about a specific offender through VANS.
2. Individuals can register by phone (1-866-976-8267 -VANS) or Internet (www.vinelink.com).
3. Individuals can choose how they wish to be notified (phone and/or email or letter only) and must supply a phone number and/or email address, and a mailing address upon registration.
4. Individuals who register for notification are required, as a part of the registration process, to designate if they are the direct victim in the case, or an affected person/other (which would include another community member, or a staff member.)
5. Upon registration for phone notification, the registrant will choose a four (4) digit PIN (Personal Identification Number.) Entering the PIN at the end of a notification phone call will confirm for the VAN Service that the person who registered for notification has received the call.
6. Registrants can change their PIN at any time by contacting the Victim Services Program or the VAN Service operator directly.
7. Individuals only have to register for notification once for each offender. Notification will continue as long as the offender continues under the custody or supervision of the Department of Corrections or unless the individual requesting notification de-activates the notification. If an offender is off the Department's headcount for more than one (1) year, the notification will be de-activated automatically.
8. Individuals who register for notification through a written *Request for Notification Form* will be contacted by the Victim Services Program and encouraged to register directly on the VAN Service. Unless registered on VANS, no notifications will be done.
9. If a correctional facility or a Probation and Parole office receives a written *Request for Notification Form*, it should be sent directly to the Victim Services Program office in Waterbury (attn: VAN Service) and should not be filed in the offender's file. Victim Services is responsible for maintaining *Request for Notification* forms in a secure file.
10. Automated Notification Process:
 - a. Notification for the following statutorily-required events will be made by the VAN Service to the registered recipient *by either phone or email. In addition* to the phone call or email, *a letter* generated out of the Victim Services Office will be sent in advance of the following events:
 - Upcoming Parole Board hearings/reviews
 - Parole Board outcomes
 - If notification isn't confirmed
 - b. Individuals will be notified by the VAN Service for the following events:
 - Offender escapes or is recaptured
 - Offender moves from one correctional facility to another, either in-state or out of state
 - Offender is incarcerated and/or released due to a Probation/Parole/Furlough violation
 - Offender is incarcerated as a result of a new charge and released on bail
 - Offender is transported to court, or released on furlough
 - Release upon completion of split sentence prior to placement on probation
 - Maxing out a sentence or sentence commuted
 - Transfer to a federal court jurisdiction or jurisdiction in another state or federal court
 - c. If a victim does not want notification, we still encourage VANS registration because this is how Victim Services manages victim contact information. The victim's phone and email information can be disabled. **All victim contact information is now only going to be available through VINEWatch®.**

11. Non-Automated Notification Process: Victim Services Program staff or the offender's

Caseworker/PO will contact the registrant according to the method they requested when registering (phone, email, or letter.) in the event of:

- An offender's death
- An offender being granted a compassionate leave to visit a critically ill family member or attend a family member's funeral
- When an offender receives a pardon or commutation of their sentence
- When an offender's sentence has been changed by a post conviction relief order or appeal
- An early parole request or parole revocation
- When an offender has been interviewed and may appear in the media (if the staff person knows)
- In certain situations where a victim requests to be notified in the event of a medical appointment if the victim works in, or in the vicinity of, the medical facility where the offender will receive treatment
- The offender is requesting an out of state travel permit and the victim lives in the state to which the offender will be traveling
- When an offender is transferred to a work camp
- When a positive recommendation for the termination of probation is being made
- Interstate Compact change in status
- Not being able to locate an offender who is convicted of a domestic violence crime, but before they are put on escape status.

12. If the VAN Service is unable to complete an automated phone notification at the number(s) provided, the Victim Services Program will send a letter to the registrant.

13. Any letters sent to a registrant that are returned as undeliverable will be stored in a secure file in the Victim Services Program office. The Victim Services staff will make all efforts to locate the registrant's current contact information.

14. If all attempts to locate the registrant are exhausted, the individual's request for notification will be de-activated and the file archived.

15. The file and notification request may be re-activated again only at the request of the original registrant.



ATTACHMENT 2 – SAMPLE

VINELink® Quick Reference Guide

VINELink® is the “Public Face” of the VAN Service which can be accessed by the public and DOC staff. Use VINELink® to get information about the custody status of an offender and to register for notification. Information about anyone who registers for the VAN Service is completely confidential and cannot be accessed through VINELink®.

To get offender custody status information and register yourself or someone else onto VANS to receive notification when there is a change in the status of the offender:

- ⇒ Go to www.vinelink.com.
- ⇒ Click VT on the map.
- ⇒ Click the “Search and Register” tab.
- ⇒ Enter the offender’s complete last name and partial first name.
- ⇒ When you find the offender for whom you are looking, click on the magnifying glass icon next to the offender.
- ⇒ Select which method of notification you want and click “continue”.
- ⇒ Enter a phone number and/or email address where you want to be reached.
- ⇒ Create a four-digit PIN that will be used to stop notification calls.
- ⇒ Click the plus (+) sign if you want to register additional phone numbers or email addresses.
- ⇒ Fill in the registrant classification (victim/affected person or other).
- ⇒ Enter the name and address of victim/affected person(s).
- ⇒ Click “register”, and the registration is complete.

ATTACHMENT 3 - SAMPLE**VINEWatch® Quick Reference Guide**

VINEWatch® is the management tool for the VAN Service and can be accessed only by individuals who have user IDs and passwords. Information on VINEWatch® is not accessible to the public. Use VINEWatch® to:

- Register an individual for notification and update the registration information
- Access registrant (victim/affected persons) contact information and to confirm the registration status of a registrant (victim/affected person or other)
- Confirm what notifications have been made and to whom
- Register an individual who wants to limit the types of notifications they receive
- Override an offender's custody status
- Register yourself against more than one offender
- Print notification letters that were sent to registrants that you wish to maintain in the offender's file
- Stop notification calls and disable notification requests

Go to www.vinewatch.com

Click onto VT.

Enter your user ID and password.

To Register yourself or a member of the community for notification:

- ⇒ Click onto "Add" in the Registration Section.
- ⇒ Select either Anonymous or Profile (required for victims/affected persons).
- ⇒ Profile: Add the registrant's contact information.
- ⇒ Select their classification and proceed to "next".
- ⇒ Click: Add an offender - put in offender's last/first name and then click onto the "R" next to the offender's ID number.
- ⇒ Add the telephone number (including area code) and PIN code and an email address.
- ⇒ Disable any notification types that the registrant does not want to receive.
- ⇒ Click "Add" to add registration.

To Update/Cancel a Registration:

- ⇒ Go to the "Registration Section along the left, click "update"; choose what information you want to update (profile/telephone number/email address).
- ⇒ Enter the information, click on the "P" and it will take you to the registrant's profile. Make modifications from this page.
Add an additional phone number/email address: click notification methods and follow the prompts.

Cancel a registration: click on the notification method listed under the offender's name that you want to cancel and on the next page unclick "enabled", and then click "update".

Add an offender: select "add an offender", then search for the offender; click on the "R", then select which notification methods should be applied to the notification of this offender and click "add".

To Override an Offender's Custody Status:

- ⇒ Go to the "Search" section and click on "offender".
- ⇒ Enter the offender's name.
- ⇒ Click on the offender's "OID" number.
- ⇒ At the top of the page click "Override".
- ⇒ Click the box "Override Custody Information" and put in the new status.
- ⇒ Click "generate notification on override".
- ⇒ Click "update".

To Get Registrant Contact Information:

- ⇒ Go into the Search section on the left hand side of the page.
- ⇒ Click on Offender.
- ⇒ Find the offender and click onto the offender's OID number.
- ⇒ The phone number and/or email address of the individual registered for notification will be listed on the page under "Registration Details".
- ⇒ Click the "I" next to the phone number or the email and the registrant's profile will come up.
- ⇒ To see the registration classification for the registrant, click on the "M" next to the name and the next page will show you if they are a victim/affected person or an "other".

To Find out if a Notification was Made to a Victim/affected Party:

- ⇒ Go to the Report section on the left hand side of the page and click "notifications".
- ⇒ Run a report for a particular offender or for all offenders.

REQUEST FOR NOTIFICATION FOR VICTIMS & AFFECTED PERSONS*

CONFIDENTIAL



CONFIDENTIAL

REQUEST FOR NOTIFICATION FOR VICTIMS AND AFFECTED PERSONS

The Vermont Adult Probation Act, VSA Title 13, section 5305, guarantees you, among other rights, the following rights which the Vermont Department of Corrections is responsible for facilitating:

- * The right to be notified when the offender is scheduled to be released from a correctional facility (or other changes in that offender's legal status).
- * The right to attend the hearings when that offender is appearing before the Vermont Parole Board.
- * The right to testify before the parole board or submit a written statement concerning that offender for the parole board's consideration.
- * The right to be notified promptly of the parole board's decision concerning that offender.
- * The right, if you are a victim of a "listed crime" (see reverse side for which the offender was placed on probation, to be given information about that offender's general compliance with the conditions of probation. This right does not extend to confidential information.

In order to receive these rights, however, you must request that the Department provide them to you. You can do so by filling out the lower portion of this form. The victim advocate or the police officer helping you will bring it to the correctional facility which has custody of the offender (see victim services page, or you can mail it yourself. If you do not know how to locate this information, you can call 800-241-2302. Management Information Division).

I UNDERSTAND THAT IT IS MY RESPONSIBILITY TO PROVIDE MY CURRENT ADDRESS AND TELEPHONE NUMBER TO THE CORRECTIONAL FACILITY IN THE EVENT THAT EITHER OR BOTH SHALL CHANGE.

Please provide the following information and return to the Department of Corrections as directed:

Offender Name: _____	DOB: _____ (Month/Day/Year)	POB: _____
Crime: _____	County where committed: _____	
Victim's Name: _____		
Mailing Address: _____		

Telephone Number (Day): _____	(Evening): _____	
Name and Phone # of another person who may be able to assist in reaching me: _____		
Name: _____		Phone #: _____
Signature: _____		Date: _____

My signature or authorized agent's signature on the above line shall notify the Department of Corrections that I am requesting my entitled rights (listed above) as a victim, a family member or an affected person as defined by VSA Title 13, Chapter 165, section 5301.

DOCC/ODNR/42801-A REV. 05/01 VCI

Copies: Original to Corrections' inmate file; 2nd to Victim Advocate or State's Attorney's office; 3rd to Victim.

*** NOTE: VANS has replaced this form; however, a victim or Victim's Advocate might send this to a staff person instead of registering on VANS. If this occurs, staff should send the form directly to the Victim Services Office.**

VICTIM NOTIFICATION CODES

Below are the codes that go in the bottom section of a "PAS" (Population Accounting System) Booking Slip. These slips are written through the Booking Module. *Those that are italicized with a star indicate that the information on the booking slip is also used for the VAN Service to provide accurate offender status information and to trigger an automated notification.*

I. PAS BOOKING SLIPS FOR INTAKES:

A. DETENTIONER LODGINGS – STATUS BOX (D)*

*REMARKS

1. **On an Affidavit*.....
2. **On a Violation of Parole Warrant*.....
3. **On a Violation of Probation Warrant*.....
4. **On an Arrest Warrant*.....
5. **On a Fugitive from Justice Warrant*.....
6. **On a Federal Detainer*..... FED
7. **On Transfer from another Facility as Detentioner* FROM (facility name)
8. **On Detainer from INS (Homeland Security)*..... FROM (facility name)
9. **On Detainer from U.S. Marshals*..... USMS

B. SENTENCED LODGINGS – STATUS BOX (S)*

*REMARKS

10. **To serve a sentence in a facility*.....
11. New Conviction Added Without Inmate Being Transported Anywhere... CHG ADDED
12. **Sentenced as a Federal Prisoner*..... FED
13. To serve a split sentence..... SS
14. **To Probation*..... PRO
15. On Pre-Approved Furlough..... PF
16. On Pre-Approved Furlough-Work Crew..... PW
17. **Received from Another Facility – Sentenced or Detained*... FROM (facility name)
18. **Lodged for Furlough Violations by Field Staff*..... FROM (facility name)
19. Interrupted Weekly or Weekender Sentence..... I/W
20. Interrupted Daily Sentence..... I/D
21. Sentence Processed by Court Without Transport of Inmate..... NLP
22. **Parole was Revoked*..... VPAR
23. **Returned from Escape*..... RET ESC
24. **Returned from Furlough*..... RET FURL
25. **Sentenced as a Probation Violator*..... VPRO

C. SENTENCED/DETENTION LODGINGS – STATUS BOX (S/D)

REMARKS

26. Return from Court with a Detainer Added..... CHG ADDED

II. PAS BOOKING SLIPS FOR RELEASE:

A. RELEASES – STATUS BOX (R)

*REMARKS

27. **To Court*..... COURT
 28. **On Bail*..... BAIL
- *If the facility is in the process of receiving bail, a bail receipt must be created, printed and filled out. Once the offender has left the facility, an R-BAIL slip booking must be created.*

29. *Conditional Pardon	CP
30. *Deferred Sentence Supervision Expires.....	DEFEXP
31. *To Federal Bureau of Prisons as a Federal Detentioner	FBP
32. As an Interrupted Daily Sentence	I/D
33. As an Interrupted Weekly or Weekend Sentence	I/W
34. *Returned to Sending State through I.A.D	RET STATE (State's initials)
35. *Released from Probation Supervision-Satisfactory.....	SAT
36. *Released from Probation Supervision-Unsatisfactory.....	UNSAT
37. *Sentence Vacated.....	SENT VAC
38. *Federal Detentioner to Feds via U.S. Marshals.....	USMS
39. *Committed to the Vermont State Hospital.....	VSH
40. *To Max.....	MAX
40a. *S/D released to Max and.....	MAX
40b. *Brought Right Back in as a Detentioner.....	(D)
41. *Per a Court Order.....	ORDER
42. *Parole Supervision Expired.....	PAREXP
43. To Parole Board for Violation Hearing.....	PB
44. *Discharged per Parole Board Order... ..	PORDER
45. Per Court Pending an Appeal of Case.....	PEND AP
46. *To Another State as Detentioner for that State.....	STATE (State's initials)
47. *Released on Own Recognizance per Court.....	ROR
48. *Removed from Field Headcount Due to Violation.....	VIOL
49. *To Immigration Authority.....	USINS

B. TRANSFER TO ANOTHER LOCATION – STATUS BOX (TO)***REMARKS**

50. *From one Facility to Another	INST (Facility initials)
51. *Facility or Field Office to Parole Supervision.....	PAR
52. *VT Sentenced Inmate Transferred to Feds to Serve VT Sentence.....	FBP
53. *Transferred from Facility or a Field Office to a Field Office on Probation.....	PRO
53a. *S/D transferred from Facility to Field on Probation and.....	PRO
53b. *Brought Right Back in as a Detentioner	D
54. *VT Sentenced Inmate Transferred to Another State through Compact to Serve Their Sentence in That State	ISC (State initials)
55. *Inmate is Released from Facility to Field Office on Supervised Community Sentence.....	SCS
56. *Furlough for Treatment from Facility to Field Office	TF
57. *Furlough to Conditional Re-Entry (at or beyond minimum) Transferred between Facility and Field Office or Field to Field.....	CR
58. Furlough-Medical Transferred from Facility to Field Office.....	MF
59. Furlough--Pre Approved Transferred from Facility to Field Office.....	PF
60. Furlough--Pre Approved -Work Crew Transferred from Facility to Field Office....	PW
61. *Furlough—Reintegration (prior to minimum) Transferred from Facility to Field Office.....	RF (Field facility)

C. FURLOUGH - NO CHANGE IN HEADCOUNT – STATUS BOX (F)***REMARKS**

62. On Daily Pass for Furlough Reintegration.....	RF TRANSTN
63. *On Compassionate Furlough.....	COMP FURLO
64. Inmate goes on Past Minimum Transition Furlough	BYM TRAN U

65. *Inmate goes on Medical Furlough.....

MED FURLO

III. PAS BOOKING SLIPS FOR ADJUSTMENTS:***REMARKS**

66. Status Box (S) Sentenced - Picks up Detainer from Another State...

CHG ADDED

67. *Status Box (E) Escapes from Supervision.....

68. Status Box (R) Dies while under Supervision..... DEAD

69. Status Box (S/D) Sentenced - Detainer is Served without Going to Court... NLP

70. *Status Box (R) On Escape for 1 Year – Dropped from Headcount..... DROPPED

VANS PMD CODES

These codes should be used by casework staff and will trigger the 30 day pre-release notifications to VANS Registrants.

<u>CODE</u>	<u>DESCRIPTION</u>	<u>EXPLANATION (date to be used)</u>
<i>B1</i>	<i>Lack Housing</i>	<i>Date returned to facility, date residence issue known</i>
This code is to be used when an offender is eligible for release but they cannot secure a residence. The date used should be the date that the inmate was returned to the facility from the field for losing their residence, or the date after the minimum that it is known that the inmate can't find a residence. Even if a residence is found and a release date secured, the inmate should remain a B1 until they leave, as that is the reason that they are over their minimum.		
<i>MA</i>	<i>Max Release</i>	<i>Date of maximum release</i>
This code is to be used when it has been determined that an inmate will max out their sentence. The date used is the maximum release date.		
<i>MP</i>	<i>Max to Probation</i>	<i>Date of maximum release</i>
This code is to be used when an inmate is maxing out one sentence but still has a probation sentence to serve in the community. The date to be used is the maximum release date.		
<i>PC</i>	<i>Program Completion</i>	<i>Date of program completion, to include 90 day window</i>
This code is to be used when an inmate is in a Department-mandated program. The date used is the date that the inmate is going to complete the program, which should normally be the inmate's minimum release date including their 90 day Reintegration Furlough (RF). However, given suspensions, terminations, and unearned PPCs, this date can change by the month and should be updated whenever necessary.		
<i>CR</i>	<i>Conditional Release</i>	<i>Date of minimum release</i>
This code is to be used for inmates who are not mandated for in-house DOC programs, not eligible for RF, and are waiting for their minimum sentence to expire so they can be released. The date should be their minimum release date.		
<i>RF</i>	<i>Reintegration Furlough</i>	<i>Date (90 days or less) prior to minimum release, more than 90 days with additional 5 day awards</i>
This code is to be used for inmates who qualify to be released on RF. The date would always be prior to the minimum release date. The date used should be the date that the inmate is scheduled for release. If no release date has been determined because it is too early in the inmate's sentence, the date used should be exactly 90 days prior to the offender's minimum release date. Offenders may qualify for Early Release which is an additional 5 day award that is calculated in the database. If an offender qualifies for Early Release, the RF code should be used and the date used should be 90 days prior to the minimum release date plus any additional 5 day awards. Note: In no case should an offender be released more than 390 days prior to their minimum.		

AUTOMATED BAIL RECEIPT

BAIL RECEIPT

SAMPLE

No. 50051

CORR

Received of: TEST

Type: CASH

(Name)

TEST

(Address)

(Address)

\$ 100.00

(Number Amount)

(Written Amount)

and Cents

Bond #

Bond Agent:

Bail for: XXCASWE, TESTDOB: 01/01/1951

Court Name: Docket No.

(Authorized Signature(s), Shift Supervisor)

(Date)

I hereby certify that the above information is correct and true.

(Witness, Defendant or Defendant's Agent)

(Date)

This bail may be used to pay any outstanding Fines.

(Signature of Person Posting Bail)

For Administrative Office Use Only

Bail Sent to: Court Name Date: Check

Distribution: Defendant or Agent Posting Bail
Numerical File

Inmate File
Remitted to Court with Check

Form FI 67

HARD COPY BAIL RECEIPT

Bail Receipt

Nº 002195

CORRECTIONAL FACILITY

Received of: _____
(Name)

(Address)

\$ _____
(Number Amount)

_____ and _____ Cents
(Written Amount) 100

and/or Bond # _____ for \$ _____
(If Applicable)

Bail for: _____
(Defendant)

Court Name: _____

(Authorized Signature, C.O.)

(Date)

I hereby certify that the above information is correct and true.

(Witness, Defendant or Defendant's Agent)

(Date)

This bail may be used to pay any outstanding fines.

Form FI 67

(Signature of Person Posting Bail)

Distribution: White - Defendant or Agent Posting Bail
Canary - Remitted to Court with check
Pink - CCC, Alphabetical File
Goldenrod - CCC, Numerical File

GUIDELINES FOR MEDIA CONTACT AND VICTIM NOTIFICATION

Thoughtful and forthright relations with the media are an important aspect of any good public information plan and program. The Department will carefully weigh the effects that media projects have on victims of crime and ensure that victims receive prior notification and information about any known pending appearance of an offender in the media, and that all such projects protect victim confidentiality.

1. Contact with the Victim

Victims who are registered on the VAN Service will be contacted by the offender's Caseworker, if aware, whenever there is a chance that an offender might appear in the media, including in a newspaper article, film, television/ radio report, Internet, or printed material. The Caseworker will also contact the victim when the offender's case is being highlighted as part of a program's promotional material, including brochures, videos, and speeches, if this is known. While the Department cannot guarantee what an offender will say, and which, of perhaps many, offender interviews will be used in the final version of a project, it is critical that victims be warned in advance of any potential appearance of the offender in the media/promotional material.

2. Use of Offender Comments and Victim Confidentiality

Offenders are often encouraged to talk about the crimes that they have committed; these guidelines are meant in no way to censor the offender's comments. However, offenders should never use the names of their victims during an interview without advanced written consent from the victim. If staff are aware of an interview, they will make every effort to ensure that media representatives understand the importance of maintaining the victim's confidentiality, and that all references to victims should be edited out of interviews before the interview appears in the media, unless written victim consent has been given. If there is no victim notification paperwork on file for the offender, and if there is no history of victim contact, the Caseworker will not make contact with the victim for the purpose of getting consent. In this case, the Caseworker will assume that there is no consent and proceed accordingly.

Staff will never give victim contact information directly to members of the media or representatives from community groups. If a member of the media or community group representative contacts staff and requests to speak to a victim, the Caseworker or a member of the Victim Services Program staff will contact the victim directly on their behalf to inquire if they have any wish to speak with the media or community group representative. Victims will be allowed to make their own decisions about whether or not to make a statement to the press. Once a victim gives consent, the victim contact information can be shared with the media or community group representative.

3. Offender Photographs

Department of Corrections' programs and community programs sometimes use offender images in their literature to promote programs in the community. If a photograph is taken and is chosen to be used in these circumstances, all efforts will be made to contact the victim if there is a victim notification request on file with the Department or a history of victim involvement in the case. The Caseworker will tell victims what publications may use the images, and for what purpose the image is being used.

4. Offender Public Speaking

If an offender is going to be speaking to the public on either a one-time or a regular basis about their participation in a Department of Corrections' program, and staff are aware of this, they will call the victim in advance of the first speech to inform the victim of when the speech is taking place, the location of the speech, and to whom the speech is being given. If the Caseworker is aware that the press might be present, this information will be shared with the victim as well. If the offender is going to be making presentations on a regular basis, notification will be done once as long as the victim is aware of the schedule. If the victim requests to be informed each time the offender speaks, then notification must be done each time by the Caseworker if they are aware of the schedule.